



ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall
Room 106A
Little Rock, Arkansas 72201-1019
501-682-2744

POSITION VACANCY ANNOUNCEMENT

April 12, 2016

Closing Date: April 18, 2016

(Position will close after five working days from date of listing or until filled.
Application review will begin on April 19, 2016).

Title: STUDENT APPLICATIONS SPECIALIST

Position Number: 2208-2714

Grade: C116

Arkansas Public School Computer Network (APSCN)

DUTIES:

This position will provide level two help desk support and technical assistance to school district users of the online APSCN automated student management system; review open trouble tickets using an automated call management system and research problem to resolution; enter accurate steps taken into the data system; report bugs in the software; assist as needed with testing software updates and perform other duties as assigned.

SPECIAL REQUIREMENTS:

Applicant must possess a general knowledge of the public school system student management – registration, scheduling, report cards and etc.; knowledge of automated computer systems and good verbal and written communication skills.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a high school diploma; plus three years of experience in admissions, document examination, or related area; additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. [Visit our website at Arkansased.gov](http://www.arkansased.gov) or <http://www.arstatejobs.com>. To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.